APRIL 2006

NEW JERSEY UNCLAIMED PROPERTY HOLDER PACKET

To : Holders of Unclaimed Property

This packet is designed to provide the holder of Unclaimed Property with the information needed to report, pay and/or deliver abandoned property to the State Treasurer. The statute (Public Laws of 1989, Chapter 58; New Jersey Statutes 46:30B-1 et seq.) should be referenced for a complete statement of the law and its various details. The State reserves the right to alter or supplement any statement made in this packet.

IT IS IMPERATIVE THAT YOU READ THIS ENTIRE PACKET BEFORE PREPARING YOUR 2005 HOLDER REPORT.

The State of New Jersey uses an automated process for payment of claims. The Property Type Code that is reported generates documentation criteria automatically.   Therefore, the correctness of the property type code is critical to claim repayment. There are some National Association of Unclaimed Property Administrators (NAUPA) Codes that NJ does not accept, these are listed as well. If you have a question about correct Property Type codes, please call the Holder Reporting Section at (609) 984-5214.

For Holders who are reporting $50,000 or more a Fed Wire Transfer is required. Do not use the ACH system.   You   must   call   the   Securities   Section   at   (609)   984-8236   or   e-mail   details   to roseann.aversano@treas.state.nj.us prior to the wire transfer to assure proper credit to your account.   Please see Section III "Payment and Delivery of Unclaimed Property."

NEW THE STATE OF NEW JERSEY now accepts NAUPA Standard Electronic File Format on CD-ROM and 1.44 MB 3 ½ " floppy disks. The 3490 catridge and magnetic tapes are no longer accepted. The State of New Jersey will now use four bytes for the year designation on all reports (please see the Electronic Media specifications on pages 17-42). If you should have any questions, please call the Holder Reporting Section at (609) 984-5214.

NEW MUTUAL FUNDS **must be liquidated and the cash proceeds reported with each owner's detail reported on the UP-2.   Please read the detailed instructions on page 46.**

NEW STOCK REREGISTRATION OPTIONS **now include the use of the Deposit and Withdrawal at Custodian (DWAC) system. This DWAC system is the preferred option for stock reregistration.   Please refer to the DTC/DWAC instructions on page 44.**

*** NOTE***

THE STATE OF NEW JERSEY DOES NOT HAVE ANY RECIPRICAL AGREEMENTS WITH ANY OTHER STATE.

The Internet can also be used to access the following :
New Jersey Statutes
http://www.njleg.state.nj.us – click on the statutes link

New Jersey Unclaimed Property
http://www.state.nj.us/treasury/taxation/

ACS Wagers
www.wagers.net

April , 2006

To Holders:

The Report Section is experiencing a large number of calls from owners with claim questions rather than reporting questions. To correct and to better serve claimants who are claiming property, and to expedite the claims process or the reporting questions please follow the steps below:

1) **Claim Questions**
   Please have the owners **write** to the address listed below.

   Department of the Treasury
   Unclaimed Property
   P O Box 214
   Trenton, NJ 08695-0214
   Attention: Claim Section

   Any questions please call **609-292-9200.**

2) **Reporting Questions Only**
   E-mail questions to: nj.unclaimedreportsinquiries@treas.state.nj.us
                    or
   Contact the Report Section at **609-984-5214**

   Do not refer owners to the Holder Reporting Section contact number!

All Holders are advised to please add the address and phone numbers from step 1 above in your correspondence to owners including the due diligent letters.

When submitting reports using U.S. First Class regular mail, use the address listed in Step 1 above and replace "Claim Section" with "Report Section". When using a courier delivery service, please send to the following address:

   Department of the Treasury
   Unclaimed Property
   50 Barrack Street, 6th Fl
   Trenton, NJ 08695-0214
   Attention: Report Section

Thank you for your cooperation with this procedure, if you should have any questions please call me at 609-984-5214.

Sincerely,

Jo Ann M. Hager
Supervising Auditor

Unclaimed Property Holder Reporting Packet

Table of Contents

Forms:
Form UP-1
Form UP-2

STATE OF NEW JERSEY
GENERAL REPORTING REQUIREMENTS

I.   Conditions for Reporting

In general, three conditions must be satisfied before any unclaimed property is reported and turned over to the State Treasurer:

1. Presumption of Abandonment

Property that has remained unclaimed by the owner for a certain period of time, as specified in the *Unclaimed Property Statute*. *Examples of typical properties are given on pages 5, 6 and 7.*

2. Address Requirement

The last known address of the owner of the abandoned property is in the State of New Jersey. For additional conditions **please see page 4 for statutory language** regarding address requirement. In addition, please note that the State in which the intermediary is incorporated has the right to escheat funds belonging to beneficial owners who cannot be identified or located. (See Delaware v. New York, 114 S.Ct. 2670 (1993)).

3. Notice to Apparent Owners

If the amount of the unclaimed property is $50.00 or more, the holder shall send a **_certified mail with return receipt requested_** R.S.46:30B-50 to the apparent owner at the last known address. This notice should inform the owner that the holder is in possession of unclaimed property that will be turned over to the State Treasurer unless the owner claims it from the holder before the report is filed. This notice to apparent owners should be mailed *not more than 120 days nor less than 60 days before filing the report.*

II.   Reports and Content

Specific instructions for the UP-1 and UP-2 are attached. Listed are items of particular concern.

- A properly completed report must include your Federal Tax Identification number on the Holder Summary (Form UP-1) and the owner details required for the determination of entitlement to property on Owner Information (Form UP-2). The appropriate business code must be listed for each report on Form UP-1.

- Unreadable or incomplete reports will be construed as noncompliance and returned for presentation in an acceptable format. This may result in the application of appropriate charges.

- One original page of the Owner Information (Form UP-2) is being supplied with instructions. Please photocopy additional pages as necessary for your report. Computer generated formats are acceptable if approved by the Holder Reporting Section. If reporting by Electronic Media, please see Electronic Media Specifications.

- The Holder Packet provides examples of commonly reported scenarios. They are Cash, Insurance, Securities, Bonds and Trust. If you have questions or a more complex property to report, contact the Holder Reporting Section at (609) 984-5214.

III. Payment and Delivery of Unclaimed Property

At the time of filing the report, the Holder must turn over to the State Treasurer all of the property remaining unclaimed. This remittance and report should include all applicable interest/dividend/income/corporate actions to the date of the report **not to the date of the end of the abandonment cycle**. Payment must accompany the report. All cash remittances are to be made payable to "Treasurer, State of New Jersey."

Securities should be submitted free receipt via DTC or **DWAC system (preferred method)** whenever possible. They must be re-registered in New Jersey's nominee name " Neary Penco". Dividend Reinvestment Plan (DRP) shares must be delivered in physical form or electronically via DTC (see instructions). For DWAC system and free receipt via DTC instructions see page 44 or dividend reinvestment plan (DRP) information see page 47, or call (609) 984-8236.

New Jersey Unclaimed Property is requiring Fed Wire Transfer for all payments of $50,000 or more. When utilizing a wire transfer, a copy of your transmittal should be attached to your Holder Report to verify payment.

Broker Reports are a unique environment regarding unclaimed property reporting. Each brokerage firm reports securities differently. Because of these variations, New Jersey Unclaimed Property has been experiencing difficulties in paying rightful owners promptly. We established a procedure to enable simplification and uniformity of reporting. It is of utmost importance that you follow this procedure (see page 45).

The Unclaimed Personal Property Report shall be filed with payment **before November 1**, of each year as of the preceding June 30, and the Unclaimed Life Insurance Report shall be filed **before May 1,** of each year as of the preceding December 31. Failure to meet this requirement will result in statutory interest and penalties. Pursuant to P.L. 1989, Chapter 58 Uniform Unclaimed Property Act, the consequences are as follows:

46:30B-103. **"Interest Payable For Failure To Pay Or Deliver Property In Time.** A person who fails to pay or deliver property within the time prescribed by this chapter shall pay the administrator interest at the annual rate of 10% above the annual rate of discount in effect on the date the property should have been paid or delivered, for the most recent issue of 52-week United States Treasury Bills on the property or value thereof from the date the property should have been paid or delivered."

46:30B-104. **"Penalty for failure to render report or perform other duties.**
Except as otherwise provided in R.S.46:30B-105 or 46:30B-105.1, a " holder who fails to report, pay or deliver property within the time prescribed by chapter 30B of Title 46 of the Revised Statutes, or fails to perform other duties imposed by that chapter, shall pay to the administrator, in addition to the interest as provided in R.S.46:30B-103, a civil penalty of $200.00 for each day the report, payment, or delivery is withheld, or the duty is not performed, up to a maximum of $100,000."

46:30B-105. **"Penalty for willful failure to report, pay, or deliver property.** A holder who willfully fails to report, pay, or deliver property within the time prescribed by chapter 30B of Title 46 of the Revised Statutes, shall pay to the administrator, in addition to the interest provided in R.S.46:30B-103, a penalty of $1,000 for each day the report, payment, or delivery is withheld, or the duty is not performed, up to a maximum of $250,000, plus 25% of the value of any property that should have been but was not reported." For the purpose of this section, a willful failure to report includes the filing of a report which is plainly inaccurate, incomplete, or out of balance and the same is not corrected by the holder within six months after its original due date.

IV.   Release of Liability

A holder who pays and delivers property to the State of New Jersey in good faith is relieved of all liability to the extent of the money paid or property delivered.

V.   Advertising of Unclaimed Property

After the receipt of the report, the State Treasurer will publish a listing of the apparent owners of unclaimed property in a newspaper of general circulation in the county of the last known address of the owner.

VI.   Compliance Audits

In an effort to provide assistance and ensure compliance, the State Treasurer's audit staff may conduct periodic examinations of a Holder's records.

VII.   Retention of Records

Every holder must maintain records of its unclaimed property for 5 years after the property has been reported and turned over to the State Treasurer. In addition to the records, electronic media should be retained for two years after the report is filed.

VIII.   Electronic Media Reporting

The State of New Jersey is requiring holders reporting more than 20 records to do so on electronic media (CD-ROM, 3 ½ " floppy disk or e-mail submission). Any other holders wishing to submit on electronic media are encouraged to do so. Instructions and specifications are enclosed. Please see Electronic Media Specifications. Any questions can be directed to the Holder Reporting Section at (609) 984-5214 or e-mail your questions to nj.unclaimedreportsinquiries@treas.state.nj.us.

IX.   Property Type Codes

The property type code selected should accurately reflect the type of property being reported. These codes determine the documentation required from the claimant. It cannot be emphasized enough how critical correct reporting of property types is to the claim process. New Jersey has adopted many of the NAUPA Codes and retains a few Codes that are not NAUPA standard.   As mentioned previously, please refer to the property type codes.

46:30B-10. Further conditions to be satisfied to subject property to custody.

" To subject property to the custody of this State as unclaimed property, the following conditions shall be also satisfied:

a. The last known address, as shown on the records of the holder, of the apparent owner is in this State.

b. The records of the holder do not reflect the identity of the person entitled to the property and it is established that the last known address of the person entitled to the property is in this State;

c. The records of the holder do not reflect the last known address of the apparent owner, and it is established that:

(1) The last known address of the person entitled to the property is in this State, or

(2) The holder is a domiciliary or a government or governmental subdivision or agency of this State and has not previously paid or delivered the property to the state of the last known address of the apparent owner or other person entitled to the property;

d. The last known address, as shown on the records of the holder, of the apparent owner is in a state that does not provide by law for the escheat or custodial taking of the property or its escheat or unclaimed property law is not applicable to the property and the holder is a domiciliary or a government or governmental subdivision or agency of this State;

e. The last known address, as shown on the records of the holder, of the apparent owner is in a foreign nation and the holder is a domiciliary or a government or governmental subdivision or agency of this State; or

f. The transaction out of which the property arose occurred in this State, and

(1) The last known address of the apparent owner or other person entitled to the property is unknown, or

(2) The last known address of the apparent owner or other person entitled to the property is in a state that does not provide by law for the escheat or custodial taking of the property or its escheat or unclaimed property law is not applicable to the property, and

(3) The holder is a domiciliary of a state that does not provide by law for the escheat or custodial taking of the property or its escheat or unclaimed property law is not applicable to the property."

UNCLAIMED PROPERTY - ABANDONMENT TABLE

PROPERTY	PRESUMED ABANDONED
Non-Governmental Bonds	**3** years after Maturity
Governmental Entity – Bonds and other Intangible Items	**1** year
Checks, Drafts, Certified Checks	**3** years
Credit Memos	**3** years after payable
Dividends	**3** years
Money Orders	**7** years
Proceeds to dissolution	**1** year after date of final Distribution
Safe Deposit Box Contents	**5** years after lease/rental Expiration
Savings, Time & Demand Deposits	**3** years
Travelers Checks	**15** years
Undelivered Shares	**3** years
Underlying Shares and Bonds	**3** years and **3** dividend distribution
Unexchanged Shares	**3** years
Utility Deposits	**1** year after service ends
Wages	**1** year
Commission	3 years
All other Intangible Property	**3** years
Non-Dividend Paying Securities (NEW) And Mutual Funds	**3** years after Second Mailing is returned by Post Office

UNCLAIMED PROPERTY - ABANDONMENT TABLE (Cont.)

PROPERTY	PRESUMED ABANDONED
Class Actions Proceeds	**1** year after initial Distribution date
Demutualization	**3** years after the earlier of: The date of the distribution, or the date of the last contact With policy holder
Retirement Account or Plan	**3** years after the earliest of the date of the distribution or attempted
Non Traditional Retirement Account (Roth)	**3** years after the date of the second mailing of a returned statement or other notification.

UNCLAIMED PROPERTY ABANDONMENT TABLE LIFE INSURANCE

PROPERTY   **PRESUMED ABANDONED**

Funds held or owing under any life or   **3** years after policy has matured or terminated and is due
Endowment policy or annuity contract   or
                                               3 years after the insured has Died
                                                                 or
                                               Insured has attained the limiting Age under mortality tables and there are no
                                               assignments, readjustments, premium payments, loans or written
                                               communication in the last two years

BENEFICIARY FORMS

Commencing 4/4/1991 every change of beneficiary form must include:

1.   Name and Address of beneficiary
2.   Relationship of beneficiary to the insured

UNCLAIMED PROPERTY UP-1
HOLDER INFORMATION INSTRUCTIONS

Unclaimed Personal Property - An Unclaimed Personal Property Report must be filed, by general business and financial institutions, **before November 1** for unclaimed property appearing on the holder's records as of the preceeding June 30.

Unclaimed Life Insurance - An Unclaimed Life Insurance Report must be filed, by life insurance companies, **before May 1** for unclaimed funds held under a life or endowment policy, and any unclaimed personal property appearing on the holder's records as of the preceding December 31.

Negative reports are required – A UP-1 or a company letter, signed by an officer, stating that they have no unclaimed property to report is sufficient.
_____

HOLDER'S FEDERAL EMPLOYER TAX ID NO: Enter the Federal taxpayer identification number of the holder.

BUSINESS CODE: Enter the appropriate four digit business code using the information from the attached packet.

HOLDER NAME: The full entity name must be entered.

HOLDER ADDRESS: Enter the holder's current address where future forms should be mailed. The address of the organization or institution preparing the report if other than the holder should not be entered.

REPORT CONTACT INFORMATION: Identify the party to be contacted regarding the report content. Include phone number with extension **(no 800 numbers please)**, and the contact person's E-Mail Address.

SUBSIDIARIES: Identify the names and Federal Tax ID number of the companies.

SUCCESSOR: Identify the names and Federal Tax ID number of the previous holders.

REPORT TOTALS: Enter the total cash remitted/reported and securities remitted/reported for electronic media and/or report.   Enter the number of items reported on electronic media and/or report form UP-2. Enter the number of CD's or Diskettes which represent the report, or the number of pages of UP-2 information.

SECURITIES
SPLIT: Identify all the splits included in the remittance of this report. The date(s) of occurrence must be completed.

SPIN-OFF: Identify all spin-offs included in the remittance of this report. The date(s) of occurrence must be completed.

CERTIFICATION: This must be signed and dated by an appropriate officer of the Reporting Entity.

UNCLAIMED PROPERTY UP-2
OWNER INFORMATION INSTRUCTIONS
(OMIT ALL PUNCTUATION)

The Holder must make the number of photocopies necessary to accommodate owner records being reported. Please review the photocopies to ensure they are of readable quality. The original forms should be submitted to the State and the Holder must retain a copy for their records.

HOLDER INFORMATION: Enter the full entity name as entered on the Holder Information UP-1 form. Indicate page reference and date of report period in the appropriate areas.

BOX #

1   **OWNER NAME:** Enter the last name, first name, middle initial of the owner of the property. Add suffixes as they appear on the records of the holder (ex. Jr., Sr., III, etc.) Omit "The" when it is the first word of a corporate or entity name. An entity name may continue into the first name field (DO NOT SPLIT THE NAME OF THE COMPANY). If the name is unavailable, enter   "Unknown."

2   **TAXPAYER ID/SS#**: Enter the owner's Social Security number. If the owner is a company enter the appropriate   Federal Taxpayer ID number.

3   **NO. OF OWNERS**: Use this block only if there are 2 or more owners. Enter the number of owners.

4   **OWNERSHIP TITLE**: Enter the full ownership title if there are two or more owners. Example: Joe Doe and Mary Doe JT or Margaret Dixon as Custodian for Jean Dixon UGMA NJ

5   **OWNER ADDRESS STREET 1, STREET 2, CITY**: Enter the last known address. If unknown, leave blank.
        STATE: Enter the two letter abbreviation, as used by postal authorities.
        ZIP: Enter the 5 digit US Postal Service zip code. Include the 4 digit supplementary zip code if known.
        COUNTRY: Enter only if it is not the United States.

6   **PROPERTY TYPE CODE**: Enter the appropriate code as shown on the Property CodeTable.

7   **PROPERTY ID NUMBER**: Enter the number by which the holder identifies the abandoned property, for *example: Insurance policy number, Account number, Check number*.

8   **DATE (MMDDYY)**: Date dormancy period begins.

9   **CASH REPORTED**: Enter the cash or check amount being reported. Each property must be listed separately.

10   **SECURITIES REPORTED**: Enter number of shares reported..

11   **TRANSFER METHOD**: Enter "P" for physical. and "T" for book entry.

12   **OWNER CUSIP NO**.:   Enter Cusip# on security remitted to State.

13   **OWNER CERTIFICATE NO:** Enter cerificate number of securities in owner's possession.

14   **DATED DATE OF REMITTED SECURITY**:   Enter transfer date that appears on the certificate remitted to the State.

15   **DESCRIPTION OF PROPERTY/ISSUE NAME**:   Enter any other information pertinent to the property being reported.

16   **CASH DIVIDEND**:   Enter the date ranges of reported dividends.

         NOTE: AGGREGATE (Items under $50.00).

PROPERTY TYPE CODE HINTS

Some property types are not specifically covered within our listing, however, there are alternate codes that for claim documentation purposes are equivalent. Below, please find the most frequently questioned items.

- **ANY ESCROW ACCOUNTS (EXCEPT FOR COURT DEPOSITS)
  USE CODE AC02 - SAVINGS ACCOUNT.**

- **CLUB CHECKS (i.e. VACATION, GIFT CHECKS, UNIDENTIFIED DEPOSITS)
  USE CODE MS16 - MISCELLANEOUS OUTSTANDING CHECKS.**

- **INTEREST CHECKS (NOT RELATED TO SECURITIES/BONDS)
  USE CODE MS16 - MISCELLLANEOUS OUTSTANDING CHECKS.**

- **CREDIT BALANCES (NOT RELATED TO SECURITIES/BONDS)
  USE CODE MS11 - REFUNDS DUE.**

- **UTILITIES CREDIT MEMOS
  USE CODE UT03 - REFUNDS OR REBATES RELATED TO UTILITIES.**

- **RENT DEPOSITS
  USE CODE AC06 - SECURITY DEPOSITS.**

- **UNIDENTIFIED INSURANCE FUNDS
  USE CODE IN06 - UNIDENTIFIED REMITTANCES.**

- **PROPERTY USED AS COLLATERAL SHOULD RELATE TO ORIGINAL PROPERTY (i.e. IF A SAVINGS ACCOUNT IS USED AS A LOAN COLLATERAL) USE CODE AC02 - SAVINGS ACCOUNT.**

BROKERS SHOULD CALL HOLDER REPORT SECTION AT 609-984-5214 IF THERE ARE ANY QUESTIONS ON CODING SECURITIES AFTER YOU REVIEW THE SECURITY DEFINITIONS.

ATTENTION: USE PROPERTY TYPE CODE SC 29 FOR UNDELIVERABLE SECURITIES.

PROPERTY TYPE CODES

CODE   **DESCRIPTION**

ACCOUNT BALANCES DUE

AC01   CHECKING ACCOUNTS

AC02   SAVINGS ACCOUNTS
AC03   MATURED CD OR SAV CERT
AC04   CLUB ACCOUNT
AC05   MONEY ON DEPOSIT TO SECURE FUND
AC06   SECURITY DEPOSIT
AC07   UNIDENTIFIED DEPOSIT
AC08   SUSPENSE ACCOUNTS
AC40   **NO LONGER USED IN THE STATE OF NJ**
AC99   AGGREGATE ACCOUNT BALANCES UNDER $50.00.

CHECKS

CK01   CASHIER CHECK

CK02   CERTIFIED CHECKS
CK03   REGISTERED CHECKS
CK04   TREASURER'S CHECKS
CK05   DRAFTS
CK06   WARRANTS
CK07   MONEY ORDERS
CK08   TRAVELERS CHECKS
CK09   FOREIGN EXCHANGE CHECKS
CK10   EXPENSE CHECKS
CK11   PENSION CHECKS
CK12   CREDIT CHECKS OR MEMOS
CK13   VENDOR CHECKS
CK14   CHECKS WRITTEN OFF TO INCOME
CK15   OTHER OUTSTANDING OFFICIAL CHECKS
CK16   CD INTEREST CHECKS
CK99   AGGREGATE UNCASHED CHECKS UNDER $50.00.

COURT DEPOSITS

CT01   ESCROW FUNDS
CT02   CONDEMNATION AWARDS
CT03   MISSING HEIRS FUNDS
CT04   SUSPENSE ACCOUNTS
CT05   OTHER COURT DEPOSITS
CT06   **NO LONGER USED IN THE STATE OF NJ**
CT07   **NO LONGER USED IN THE STATE OF NJ**
CT08   **NO LONGER USED IN THE STATE OF NJ**
CT40   **NO LONGER USED IN THE STATE OF NJ**
 CT99   AGGREGATE COURT DEPOSIT UNDER $50.00.

PROPERTY TYPE CODES (Cont.)

CODE   *DESCRIPTION*

INSURANCE

IN01   INDIVIDUAL POLICY BENEFITS OR CLAIM PAYMENT
IN02   GROUP POLICY BENEFIT CLAIM PAYMENTS
IN03   PROCEEDS DUE BENEFICIARIES
IN04   PROCEEDS FROM MATURED POLICIES, ENDOWMENTS, ANNUITIES
IN05   PREMIUM REFUNDS
IN06   UNIDENTIFIED REMITTANCES
IN07   OTHER AMOUNTS DUE UNDER POLICY TERMS
IN08   AGENT CREDIT BALANCES
IN99   AGGREGATE INSURANCE PROPERTY UNDER $50.00.

MINERAL PROCEEDS & INTERESTS

MI01   NET REENUE INTEREST
MI02   ROYALTIES
MI03   OVERRIDING ROYALTIES
MI04   PRODUCTION PAYMENTS
MI05   WORKING INTEREST
MI06   BONUSES
MI07   DELAY RENTALS
MI08   SHUT-IN-ROYALTIES
MI09   MINIMUM ROYALTIES
MI99   AGGREGATE MINERAL PROCEEDS

**MISC. CHECKS
& INTANGIBLE PERSONAL PROPERTY**

MS01   WAGE, PAYROLL, SALARY
MS02   COMMISSIONS
MS03   WORKERS COMPENSATION BENEFITS
MS04   PAYMENTS FOR GOODS OR SERVICES
MS05   CUSTOMER OVERPAYMENTS
MS06   UNIDENTIFIED REMITTANCES
MS07   UNREFUNDED OVERCHARGES
MS08   ACCOUNT PAYABLE
MS09   CREDIT BALANCE – ACCOUNTS RECEIVABLE
MS10   DISCOUNTS DUE
MS11   REFUNDS DUE
MS12   **NOT FOR USE IN THE STATE OF NJ**
MS13   UNCLAIMED LOAN COLLATERAL
MS14   PENSION & PROFIT SHARE PLANS (IRA, KEOGH)
MS15   DISSOLUTION OR LIQUIDATION
MS16   MISC. OUTSTANDING CHECKS
MS17   MISC. INTANGIBLE PROPERTY
MS18   SUSPENSE LIABILITIES
MS99   AGGREGATE MISC. PROPERTY UNDER $50.00.

PROPERTY TYPE CODES (Cont.)

CODE   **DESCRIPTION**

SAFE DEPOSIT BOXES AND SAFE KEEPING

SD01   SAFE DEPOSIT BOX CONTENTS
SD02   OTHER SAFEKEEPING
SD03   OTHER TANGIBLE PROPERTY

SECURITIES/ US GOVERNMENT SECURITIES / BONDS

SC01   DIVIDENDS/CASH DISTRIBUTIONS
SC02   INTEREST (BOND COUPONS)
SC03   PRINCIPAL PAYMENTS
SC04   EQUITY PAYMENTS
SC05   PROFITS
SC06   FUNDS PAID TO PURCHASE SHARES
SC07   FUNDS FOR STOCKS & BONDS
SC08   SHARES OF STOCK UNDELIVERED (RPO)
SC09   CASH FOR FRACTIONAL SHARES
SC10   UNEXCHANGED STOCK OF SUCCESSOR CORP.
SC11   OTHER CERT OF OWNERSHIP
SC12   UNDERLYING SHARES
SC13   FUNDS FOR LIQUIDATION / REDEMPTION OF UN-SURRENDERED STOCK OR BONDS
SC14   DEBENTURES
SC15   US GOVERNMENT SECURITIES
SC16   MUTUAL FUNDS
SC17   WARRANTS (RIGHTS)
SC18   MATURE BOND PRINCIPAL
SC19   DIVIDEND REINVESTMENT PLAN (DRP)
SC20   CREDIT BALANCE
SC29   UNDELIVERABLE TO NEARY PENCO OR TREASURER, STATE OF NEW JERSEY
SC30   NONTRANSFERABLE (IF IN OWNER'S NAME) TO NEARY PENCO OR
                TREASURER, STATE OF NEW JERSEY
SC31   NO LONGER USED IN THE STATE OF NJ
SC32   NO LONGER USED IN THE STATE OF NJ
SC40   NO LONGER USED IN THE STATE OF NJ
SC41   NO LONGER USED IN THE STATE OF NJ
SC42   NO LONGER USED IN THE STATE OF NJ
SC43   NO LONGER USED IN THE STATE OF NJ
SC45   NO LONGER USED IN THE STATE OF NJ
SC46   NO LONGER USED IN THE STATE OF NJ
SC47   NO LONGER USED IN THE STATE OF NJ
SC48   NO LONGER USED IN THE STATE OF NJ
SC49   NO LONGER USED IN THE STATE OF NJ
SC99   NOT FOR USE IN THE STATE OF NJ

CODE   **DESCRIPTION**

TRUST, INVESTMENT & ESCROW ACCOUNTS

TR01	PAYING AGENT ACCOUNT
TR02	UNDELIVERED OR UNCASHED DIVIDEND
TR03	FUNDS HELD IN FIDUCIARY CAPACITY
TR04	ESCROW ACCOUNTS
TR06	**NO LONGER USED IN THE STATE OF NJ**
TR99	AGGREGATE TRUST PROPERTY

UTILTIES

UT01	UTILITY DEPOSITS
UT02	**NOT FOR USE IN THE STATE OF NJ**
UTO3	**REFUNDS OR REBATES**
UT04	**NOT FOR USE IN THE STATE OF NJ**
UT99	AGGREGATE UTILITY PROPERTY UNDER $50.00.

ZZZZ   **NOT FOR USE IN THE STATE OF NJ**

SECURITY ABBREVIATIONS

CL	=	CLASS
COM	=	COMMON STOCK
CONV	=	CONVERTIBLE
CUM	=	CUMLATIVE
DRP	=	DIVIDEND REINVESTMENT PLAN
FSR	=	FRACTIONAL SHARE RATE
PFD	=	PERFERRED STOCK
POR	=	PROPERTY OF RECORD
PS	=	PER SHARE
REC	=	RECAPITALIZATION
RPO	=	RETURNED BY POST OFFICE
SER	=	SERIES
U	=	UNITS
W	=	WARRANTS
SH	=	SHARES

FOR PURPOSE OF THIS HOLDER PACKET THE FOLLOWING REPRESENT NEW JERSEY UNCLAIMED PROPERTY OPERATIONAL DEFINITITIONS OF THE FOLLOWING TERMS.

DEFINITIONS

(SC08) UNDELIVERED - OWNER DOES NOT HAVE ORIGINAL SHARE CERTIFICATE. THIS INCLUDES SHARES HELD IN STREET NAME.

(SC12) UNDERLYING - ORIGINAL SHARE CERTIFICATES ARE IN THE OWNERS POSSESSION.

(SC10) UNEXCHANGED - OWNER DID NOT SUBMIT SHARES FOR THE EXCHANGE. SHARES ARE STILL IN OWNER'S POSSESSION.

(SC29) UNDELIVERABLE – SHARES REPORTED AND HELD BY THE BROKER. SHARES ARE NOT DELIVERABLE TO THE STATE OF NEW JERSEY.

(SC30) NONTRANSFERABLE - SHARES REPORTED AND DELIVERED THAT REMAIN IN NAME OF OWNER.   SHARES CAN NOT BE TRANSFERRED TO THE STATE OF NEW JERSEY.

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
PROPERTY ADMINISTRATION

ELECTRONIC MEDIA REPORTING SPECIFICATIONS - UNCLAIMED PROPERTY

I. **ELECTRONIC MEDIA SPECIFICATIONS**

CD-ROM or IBM PC/AT compatible 1.44MB 3 ½" Floppy disks
E-mail attachment (encryted) sent to:

nj.unclaimedreports@treas.state.nj.us

File must be in non-delimited ASCII format with no imbedded control characters or hexadecimal values ect…

Each record will be separated by a Carriage-return and Line-Feed (CR/LF)

All numeric fields (type Code N) must be right justified, zero filled, with decimal points assumed. No decimal points are actually entered.

All character fields (type code C) must be left-justified, space filled.

The file will be the only file on the CD or diskette and will be in the root directory. (See section on multiple holder reports for reporting more than one holder on a single CD or diskette).

External labels must be included with name, address of reporting organization and year
Paper printouts of the file are required.

Record length - 625 byte record layout – developed ny NAUPA. The first byte of each record contains a TR-CODE that denotes the type of record, and the subsequent 624 bytes are used to store the fields for that particular record. The TR-CODE will be a number between 1 and 9 (see next page).

Do not use any punctuation (e.g. decimals, spaces).

MAXIMUM NUMBER OF RECORDS PER CD or FLOPPY DISK IS 99,999

NOTE 1: 3490 CARTRIDGES and MAGNETIC TAPES WILL NO LONGER BE ACCEPTED

***NOTE 2: New Jersey Now accepts NAUPA standard format–Free Reporting Software is available through a link on the NJ Unclaimed Property website:

- *NEW* HRS Pro (Holder Reporting System)

Or the ACS WAGERS HRS PRO software can be accessed directly at:

www.wagers.net

II. **RECORD TYPE DESCRIPTIONS and TR-CODES**

The NAUPA standard for reporting unclaimed property is based upon 6 record types:

RECORD TYPE		TR-CODE
1.	Holder Records	1 – then it is a HOLDER record
2.	Property Records	2 – then it is a PROPERTY record
3.	Property Additional Owners	3 – then it is a PROPADD record
4.	NOT IN USE IN NJ	
5.	Securities Additional Information	5 – then it is a SECURITY record
6.	Tangible Property Information	6 – then it is a TANGIBLE record
7.	NOT IN USE IN NJ	
8.	NOT IN USE IN NJ	
9.	Summary Information	9 – then it is a SUMINFO record

Holders using the NAUPA standard must use the file layouts as shown. The fields are comprehensive in nature, meaning some fields are not used by all states and some fields may only be used by one state.

In the Mandatory – Required - Optional column of each record type layout, it will state if the field is mandatory, required or optional. If the field is marked:

"mandatory" or "M", information must be supplied in order toprocess the file correctly or the file will be rejected.

"required" or "R", you must supply the information if you know it, i.e., the information is usually required by law or regulation.

"optional" or "O", the information is desired and will be used if supplied.

Multiple Holder Reports

Since the PROPERTY, PROPADD, SECURITIES, TANGIBLE and SUMINFO do not contain fields to link them with a certain holder record, using a single file for multiple Holder Reports requires some special handling. If multiple Holder Reports are put on a single medium, Holders MUST follow the instructions below:

Multiple Holder Reports may be included in a single diskette using one of the following options:

Option 1- Each Holder Report is located in a separate file in the root directory. The file begins with a HOLDER record, and ends with a SUMINFO record. Only one HOLDER and one SUMINFO record exists in the file.

Option 2 - All Holder Reports are in the same file in the root directory. The HOLDER record must be the first record in the file, and the SUMINFO record must be the last record in each Holder Report. All PROPERTY, PROPADD, SECURITY and TANGIBLE records located between the HOLDER and SUMINFO records will be assumed to belong to that HOLDER record. The HOLDER record for the second Holder Report should be the first record after the SUMINFO record for the previous Holder Report. The same criteria will hold true for subsequent Holder Reports.

Field Definitions / Specifications

HOLDER Record - Field Definitions / Specifications

There will always be at least one HOLDER record with each report. The information in the HOLDER record relates to the institution reporting the property. All subsequent PROPERTY, PROPADD, SECURITY, TANGIBLE and the SUMINFO records are attributed to this holder's report.

1. TR-CODE

> This field must contain "1" to denote that the record is a HOLDER record.

2. HOLDER-TAXID

> FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN) - Enter the nine-digit tax ID number assigned to you by the Federal Government. If you are not familiar with your tax ID number, contact your payroll, accounting, or tax department. Do not include any hyphens in the FEIN number.

3. HOLDER-TAXID-EXT

> If any other departments or branches of your organization file unclaimed property reports using the same tax ID number listed on your report, please contact the state to receive a FEIN Suffix Number. The suffix will be used to direct questions to the correct reporting department/branch. If your business files only one report, the default is "0001".

4. HOLDER-RPT-YEAR

> Enter the four-digit year for which the property is being reported.

> For example:

> For states for which the report period ends June 30, 2006, the holder report year would be "2006".

> Insurance Companies: For states for which the report period ends December 31, 2005, the holder report year would be "2005".

5. HOLDER-RPT-TYPE

> a) Advertising Report: N/A in New Jersey

> b) Remittance Report:

> This field should be populated with "R" to denote that this is an remittance report, i.e., money and/or property are being remitted at this time.

> c) Test Report:

> This field should be populated with "T" to denote that this is a test file. By indicating that this is a test file, the data should not be considered an actual report. This permits the submission of files to be tested by the states before actual submission by the holder of an actual report.

6. HOLDER-RPT-NUMBER

> If this is the first report filed by the holder for the report year, this should be "01." If the holder (under the same tax identification number and extension) files multiple reports during the year, this number should be increased by 1 for each additional report.

7. HOLDER-RPT-FORMAT

> This field should contain "R" for Revised NAUPA format. No other values are acceptable.

8. HOLDER-SIC-CODE

This is the four-digit Standard Industrial Classification code that indicates the primary business activity of the reporting company.

9. HOLDER-INCORPORATED-STATE

Enter the two-character postal abbreviation of the state in which the company is incorporated. Savings and loan associations, banks, and credit unions should enter the state in which they were chartered.

10. HOLDER-INCORPORATED-DATE

HOLDER-INC-DATE-CCYY (four-digit year)

HOLDER-INC-DATE-MM (two-digit month)

HOLDER-INC-DATE-DD (two-digit day)

Enter the date on which the company was incorporated or licensed to do business. Savings and loan associations, banks, and credit unions should enter the date their organization was chartered. "MM" equals the numerical month, "DD" equals the day, "CC" equals the century, and "YY" equals the year.

11. HOLDER-NAME

Enter the name of the company or institution for which you are reporting. Punctuation should never be used under any circumstances (periods, commas, apostrophes, etc.) If the name of the company starts with the word "the," place "the" at the end. For example: "The Smith Company" should read "Smith Company The". Do not abbreviate the first word of the company name, e.g., American vs. Amer. National vs. Natl. Also, do not use numeric values in the holder name field unless absolutely necessary. The word "first" should never be abbreviated as "1st." Exceptions can be made when a number is a part of a company logo or registered trademark such as A1 Inc or 84 Lumber. Company names containing initials should have spaces between them, e.g., J J Reynolds vs. JJ Reynolds.

12. HOLDER-CITY

Enter the name of the city where the corporate headquarters is located or the primary place of business is located for the tax ID noted above.

13. HOLDER-COUNTY

Enter the name of the county where the corporate headquarters is located or the primary place of business is located for the tax ID noted above.

14. HOLDER-STATE

Enter the name of the state where the corporate headquarters is located or primary place of business is located for the tax ID noted above. Enter the valid two-character postal abbreviation of the holder's state.

15. HOLDER-CONTACT1-

Enter the name, address, phone number, and phone extension (if applicable), of the person responsible for the report. This person should also be able to answer questions concerning the contents of the report, i.e., the person who created the report. This person will be contacted by the states concerning questions about the report.

(a) NAME

Enter the report contact person's name in the order of first, middle, and last.

(b) ADDR1

(c) ADDR2

(d) ADDR3

(e) CITY   Enter the city. Do not use commas. If the address is outside the United States, list the province, etc. here.

(f) STATE   Enter the two-character state postal abbreviation.

(g) ZIP   Enter the five or nine character zip code. If you use only the first 5 positions, space fill the remaining 4 positions, i.e., do NOT use zeros to fill the remaining positions. Do not include any hyphens in the zip code.

(h) COUNTRY-Enter the three-letter country abbreviation, e.g., USA.

(i) TELEPHONE

      (1) TEL-AC   Enter the area code.

      (2) TEL-NBR Enter the seven-digit telephone number.

      (3) TEL-EXTENSION

      Enter the telephone extension. Space fill if not applicable. Do NOT zero fill.

(j) EMAIL   Enter the email address for Contact 1.

16. HOLDER-CONTACT2-

Enter the name, address, phone number and extension (if applicable), of the person responsible for claims. This person will be contacted by the states or potential owners concerning questions about the claims, and the states will also refer owners to this person during the advertising/notification process.

(a) NAME   Enter the claim contact person's name, in the order of first, middle, and last.

(b) ADDR1

(c) ADDR2

(d) ADDR3

(e) CITY   Enter the city. Do not use commas. If the address is outside the United States, list the province, etc. here.

(f) STATE   Enter the two-character state postal abbreviation.

(g) ZIP   Enter the five or nine character zip code. If you use only the first 5 positions, space fill the remaining 4 positions, i.e., do NOT use zeros to fill the remaining positions. Do not include any hyphens in the zip code.

(h) COUNTRY-Enter the 3-letter country abbreviation, e.g., USA.

(i) TELEPHONE

      (1) TEL-AC   Enter the area code.

      (2) TEL-NBR Enter the seven-digit telephone number.

      (3) TEL-EXTENSION Enter the telephone extension. Space fill if not applicable. Do NOT zero fill.

(j) EMAIL   Enter the email address for Contact 2.

17. HOLDER-FAX

(1) TEL-AC

Enter the area code.

(2) TEL-NBR

Enter the seven-digit fax number.

18. NAICS CODE

Enter the NAICS code. A listing of acceptable values can be found at
http://www.census.gov/epcd/www/naics.html.

19. FILLER   Space fill.

PROPERTY Record - Field Definitions / Specifications

There is one PROPERTY record for each piece of property. The PROPERTY record contains information about the piece of property and about the Primary Property Owner (if known). Each piece of property will have a separate PROPERTY record. If an owner has multiple pieces of property, there will be a separate PROPERTY record for each piece of property.

1. TR-CODE

   This field must contain "2" to denote that the record is a PROPERTY record.

2. PROP-SEQUENCE-NUMBER

   The sequence number for each record should be unique. The first property record for a holder should be "000001" for the PROP-SEQUENCE-NUMBER, and the sequence number should be incremented by 1 as other property records are added. If the Holder Report includes an AGGREGATE record, then the AGGREGATE record should be the first property record within a property type. The data in this field should be right aligned and zero filled.

3. PROP-OWNER-TYPE

   Enter "P" to denote primary owner information.

4. PROP-NAME-ID

   Enter "C" to identify the name on this record as being a business name. Otherwise, fill in blanks if this is an individual's name on this record.

5. PROP-OWNER-NAME-LAST

   Enter the owner's last name or the company name if it is a business.

   If the owner is a business, enter the business name exactly as adopted, except where the first word is "The." In this case, "The" should be placed at the end. For example: "The Smith Company" should be entered as "Smith Company The." Punctuation should never be used under any circumstances (periods, commas, apostrophes, etc.) Do not abbreviate the first word of the company name, e.g., American vs. Amer, National vs. Natl. Also, do not use numeric values in the name field unless absolutely necessary. The word "first" should never be abbreviated as "1st." Exceptions can be made when a number is a part of a company logo or registered trademark such as A1 Inc or 84 Lumber. Company names containing initials should have spaces between them, e.g., J J Reynolds vs. JJ Reynolds.

   If the owner record is an aggregate, enter in this field "AGGREGATE." If the owner/owners are unknown, enter "UNKNOWN." The Aggregate amount limit is $50.

6. PROP-OWNER-NAME-FIRST

   Enter the owner's first name.

7. PROP-OWNER-NAME-MIDDLE

   Enter the owner's middle name.

8. PROP-OWNER-NAME-PREFIX

   Enter the owner's prefix such as M/M (for Mr. and Mrs.).

9. PROP-OWNER-NAME-SUFFIX

   Enter the owner's suffix such as Jr, Sr, III.

10. PROP-OWNER-NAME-TITLE

    Enter the owner's title such as Dr, Pvt, Rev.

11. PROP-OWNER-ADDRESS

Enter the owner's last-known address. You must list the last-known address even if the mail has been returned by the post office. When establishing whether the claimant is the rightful owner, confirmation of this address is very important. If the owner's street address is unknown, space fill. DO NOT fill with "UNKNOWN" or "ADDRESS UNKNOWN."

(a) ADDRESS1

(b) ADDRESS2

(c) ADDRESS3

12. PROP-OWNER-CITY

Enter the city of the last-known address of the owner. If the owner's last-known city is not in the United States, list the province, etc. If the owner's city is unknown, space fill. DO NOT fill with "unknown" or "city unknown."

13. PROP-OWNER-COUNTY

Enter the county name of the owner's last-known address, or the holder's branch location, or principal place of business in the reporting state. If the county name is unknown, space fill.

14. PROP-OWNER-STATE

Enter the standard two-character postal abbreviation of the owner's state of last-known address. If the owner's last-known address is not in the United States, blank fill.

15. PROP-OWNER-ZIP

Enter the owner's five or nine character zip code. If 5 digits are used, blank fill the remaining 4 digits. Do not include any hyphens in the zip code.

16. PROP-OWNER-COUNTRY

Enter the country of the last-known address of the owner.

17. PROP-OWNER-TAXID

Enter the owner's social security number (SSN) or the company's federal employer identification number (FEIN). When establishing ownership, the SSN/FEIN is very important. This number will not be released as public information but will be used for identification purposes. Do not include any hyphens in the FEIN or SSN.

18. PROP-OWNER-TAXID-EXT

Enter the owner's SSN or FEIN extension, if applicable.

19. PROP-OWNER-DATE-OF-BIRTH

(a) PROP-OWNER-DOB-CCYY (four digit year)

(b) PROP-OWNER-DOB-MM (two digit month)

(c) PROP-OWNER-DOB-DD (two digit day)

Enter the owner's date of birth. "MM" equals the numerical month, "DD" equals the day, "CC" equals the century, and "YY" equals the year.

20. PROP-STARTING-TRANSACTION-DATE

(a) PROP-ST-TRANS-DATE-CCYY (four digit year)

(b) PROP-ST-TRANS-DATE-MM (two digit month)

(c) PROP-ST-TRANS-DATE-DD (two digit day)

This field is required. The PROP-STARTING-TRANSACTION-DATE (also known as the date of last transaction, or last activity date) is the date on which the last deposit or withdrawal occurred, the date the mail was returned or the date on which the property became payable, redeemable, dormant, or returnable (e.g., issue date of a check).

"MM" equals the numerical month, "DD" equals the day, "CC" equals the century, and "YY" equals the year. If your records reflect a month and/or year only, enter the available information and use "01"s for the unknown data (e.g., 20000601 or 20000101.)

If you are reporting property with periodic payments such as dividends, oil and gas royalties, or commission checks, enter the beginning date on which the amounts were payable. Enter the ending date of the payments in the PROP-ENDING-TRANSACTION-DATE field. Total all amounts due the owner during the applicable time period and list the payments as one account on the owner record.

21. PROP-ENDING-TRANSACTION-DATE

(a) PROP-EN-TRANS-DATE-CCYY (four digits)

(b) PROP-EN-TRANS-DATE-MM (two digits)

(c) PROP-EN-TRANS-DATE-DD (two digits)

Refer to number 20 above. Enter in this field the date of the last periodic payment. This field is only used if the property reported is from periodic payments.

22. PROP-PROPERTY-TYPE

The property type code distinguishes one property type from another. All codes are four characters. Refer to the Appendix for the appropriate code.

23. PROP-AMOUNT-REPORTED

Enter the amount due the owner before any deductions, such as taxes, were subtracted. The amount reported is a 10-digit, zero fill field with two decimal places assumed. The decimal point is not actually entered.

Examples: $253 = 0000025300, $253.73 = 0000025373

24. PROP-DEDUCTION-TYPE

Enter the code which describes the reason for the deduction in the gross amount due the owner. Refer to the Appendix for deduction codes.

25. PROP-DEDUCTION-AMOUNT

Enter the amount of the deduction to be subtracted from the gross amount due the owner. The amount deducted is a 10-digit, zero fill field with two decimal places assumed. The decimal point is not actually entered. DO NOT enter as a negative.

Examples: $253 = 0000025300, $253.73 = 0000025373

26. PROP-AMOUNT-ADVERTISED

Enter the total amount due the owner after the deductions, i.e., PROP-AMOUNT-REPORTED minus PROP-DEDUCTION-AMOUNT. The amount advertised is a 10-digit, zero fill field with two decimal places assumed. The decimal point is not actually entered.

Examples: $253 = 0000025300, $253.73 = 0000025373

27. PROP-ADDITION-TYPE

Enter the two-character code which describes the reason for the additional amount/shares reported due the owner, i.e., to be added to the original reported due the owner. Refer to the Appendix for the addition codes.

NOTE: This field is being used for both money and securities being reported. If there is an increase in the original amount, whether in securities or money, this field should be populated.

28. PROP-ADDITION-AMOUNT

Enter the amount of any additions, e.g., interest or dividends, to be added to the original reported due the owner. This line may also be used to correct the reported amount if there was any error on the initial reported amount. The added amount is a 10-digit, zero fill field with two decimal places assumed. The decimal point is not actually entered.

Examples: $253 = 0000025300, $253.73 = 0000025373

29. PROP-DELETION-TYPE

Enter the two-character code which describes the reason as to the amount shares, or safekeeping items that are being deleted. Refer to the Appendix for deletion codes.

NOTE: This field is being used for money, securities, and safekeeping items being reported. If there is a complete removal of the original amount, shares, or items, this field should be populated.

30. PROP-DELETION-AMOUNT

If the property has been claimed by the owner, or the account has been reactivated, or the owner's property was reported in error, enter the amount that was originally advertised, i.e., PROP-AMOUNT-ADVERTISED. The amount reported is a 10-digit, zero fill field with two decimal places assumed. The decimal point is not actually entered. DO NOT enter as a negative.

Examples: $253 = 0000025300, $253.73 = 0000025373

31. PROP-AMOUNT-REMITTED

Enter the net amount due each owner after additions or deletions have been calculated. The remitted amount should equal PROP-AMOUNT-ADVERTISED plus PROP-ADDITION-AMOUNT less PROP-DELETION-AMOUNT. The amount entered is the amount to be paid to the state. (DO NOT list a negative amount. Owners with negative amounts should be listed as zero.)

Examples: $253 = 0000025300, $253.73 = 0000025373

32. PROP-INTEREST-FLAG

If the property is interest-bearing, the PROP-INTEREST-FLAG should be "Y." Otherwise, the FLAG will indicate "N."

33. PROP-INTEREST-RATE

If the PROP-INTEREST-FLAG indicator is set to "Y," this field should be populated with the current interest rate being earned on this account. The interest rate is a seven digit, zero filled field, with four decimal places assumed. The decimal is not actually entered.

Examples: 5.00% would be entered as 0050000, 10.25% would be entered as 0102500, 2.375% would be entered as 0023750.

NOTE: Questions concerning the interest fields should be directed to the reporting state.

34. PROP-STOCK-ISSUE-NAME

Enter the name of the security issue which is due the owner. DO NOT enter more than one issue per owner record. (For example, brokers must provide one property record for each issue held in an

owner's account.) If this is a redemption, this field should contain the name of successor. Make sure to indicate the type of stock if it is other than common.

If the issue name is longer than the allowed field, please use the SECURITIES record type to include the entire security name.

When reporting stock where the owner has different issues and these issues will be due the owner, there should be a property record for each issue that will be due that owner. For example: Paul Smith had an account with XYZ broker. In the account, Mr. Smith owned 12 shares of ABC Office Supply Common, 4 shares of ABC Office Supply $2.75 Preferred, and 20 shares of Afterschool Snack Company Common. There should be three property records for Mr. Smith.

35. PROP-STOCK-CUSIP

Enter the CUSIP number of the security issue named in number 34 above which is due the owner, i.e., this is what you will be remitting to the state.

36. PROP-NUMBER-OF-SHARES

Enter the number of shares which is due the owner, i.e., this is the total number of shares due the owner for this issue. The number of shares is a 12-digit field with four decimal places assumed. The decimal point is not actually entered.

Examples: 543 = 000005430000, 543.73 = 000005437300, 1,543.7334 = 000015437334

37. PROP-ADD-SHARES

Enter the number of shares which have been added since the original (advertising) report, i.e., this is the amount that will be added to the total number of shares originally reported for the owner of this issue. The number of shares is a 12-digit field with four decimal places assumed. The decimal point is not actually entered.

Examples: 543 = 000005430000, 543.73 = 000005437300, 1,543.7334 = 000015437334

NOTE: If this field is greater than zero, you must use the corresponding field number 27 PROP-ADDITION-TYPE. An example of when to use this field is when a stock split or stock dividend occurs before the property is remitted.

38. PROP-DEL-SHARES

Enter the number of shares which have been deleted since the original (advertising) report, i.e., this is the amount that will be subtracted from the total number of shares due the owner of this issue. The number of shares is a 12-digit field with four decimal places assumed. The decimal point is not actually entered.

Examples: 543 = 000005430000, 543.73 = 000005437300, 1,543.7334 = 000015437334

NOTE: If this field is greater than zero, you must populate the corresponding field number 29 PROP-DELETION-TYPE. An example of when to use this field is when a reverse stock split or cash merger occurs before the property is remitted.

39. PROP-REM-SHARES

Enter the number of shares which is being remitted for the owner, i.e., the total number of shares remitted for the owner for this issue. The number of shares is a 12-digit field with four decimal places assumed. The decimal point is not actually entered.

Examples: 543 = 000005430000, 543.73 = 000005437300, 1,543.7334 = 000015437334

40. PROP-UNEXCHANGED-ISSUE-NAME

Enter the name of the security issue which is still in the possession of the owner.

41. PROP-UNEXCHANGED-CUSIP

Enter the CUSIP number of the security issue which is still in the possession of the owner.

42. PROP-UNEXCHANGED-SHARES

Enter the number of shares which are still in the possession of the owner. The number of shares is a 12-digit field with four decimal places assumed. The decimal point is not actually entered.

Examples: 543 = 000005430000, 543.73 = 000005437300, 1,543.7334 = 000015437334

43. PROP-ACCT-NUMBER

Always enter the insurance policy or account number in this field.

Substitute the owner number if reporting mineral proceeds.

Substitute the box number if reporting safe deposit box contents.

Substitute the GF number if an escrow account.

44. PROP-CHECK-NUMBER

Provide the check number if reporting cashier's checks or any other outstanding checks.

45. PROP-DESCRIPTION

Any additional information that will assist in identifying the owner of the property should be listed in the property description field. Information (such as the purchaser of a cashier's check, lease name of a mineral interest, or beneficiary to an insurance policy) should be listed in the property description. If you are reporting insurance-related property, please specify "L" for life insurance, "PC" for property and casualty insurance, or "AH" for accident and health insurance.

If you are reporting an aggregate amount, list the number of properties which were combined for the aggregate entry, e.g., 15-AC01, 10-AC02, 45-CK01.

46. PROP-RELATIONSHIP-CODE

This field must be populated. The PROP-RELATIONSHIP-CODE indicates who must claim the property. Refer to the Relationship Code list for relationship codes.

47. PROP-OWNER-TYPE-CODE

This field must be populated. The PROP-OWNER-TYPE-CODE indicates the type of owner. Refer to the Owner-Type-Codes for Owner codes.

48. FILLER

Space fill.

PROPADD Record - Field Definitions / Specifications

The PROPADD record contains information about additional owners of property recorded in the PROPERTY record. If there is more than one owner of a piece of property, each additional owner for the property will have a PROPADD record. PROPADD records must be contained within the same HOLDER / SUMINFO record set.

1. TR-CODE

This field must contain "3" to denote that the record is a PROPADD record.

2. PADD-SEQUENCE-NUMBER

This field will contain the same PROP-SEQUENCE-NUMBER from the primary PROPERTY record.

3. PADD-OWNER-TYPE

This field should contain "A" to denote additional owner information.

4. PADD-OWNER-NAME-LAST

Enter the additional owner's last name or the company name if it is a business.

If the additional owner is a business, enter the business name exactly as adopted, except where the first word is "The." In this case, "The" should be placed at the end. For example: "The Smith Company," should be entered as "Smith Company The." Punctuation should never be used under any circumstance (periods, commas, apostrophes, etc.). Do not abbreviate the first word of the company name, e.g., American vs. Amer, National vs. Natl. Also, do not use numeric values in the name field unless absolutely necessary. The word "first" should never be abbreviated as "1st." Exceptions can be made when a number is a part of a company logo or registered trademark such as A1 Inc or 84 Lumber. Company names containing initials should have spaces between them, e.g., J J Reynolds vs. JJ Reynolds.

5. PADD-OWNER-NAME-FIRST

Enter the owner's first name.

6. PADD-OWNER-NAME-MIDDLE

Enter the owner's middle name.

7. PADD-OWNER-NAME-PREFIX

Enter the owner's prefix such as M/M (for Mr. and Mrs.).

8. PADD-OWNER-NAME-SUFFIX

Enter the owner's suffix such as Jr, Sr, III.

9. PADD-OWNER-NAME-TITLE

Enter the owner's title such as Dr, Pvt, Rev.

10. PADD-OWNER-

(a) ADDRESS1

(b) ADDRESS2

(c) ADDRESS3

Enter the owner's last-known address. You must list the last-known address even if the mail has been returned by the post office. When establishing whether the claimant is the rightful owner, confirmation of this address is very important.

11. PADD-OWNER-CITY

Enter the city of the last-known address of the owner. If the owner's last-known city is not in the United States, list the province, etc.

12. PADD-OWNER-COUNTY

Enter the county name of the owner's last-known address, or the holder's branch location, or principal place of business in the reporting state. If the county name is unknown, space fill.

13. PADD-OWNER-STATE

Enter the standard two-character postal abbreviation of the owner's state of last-known address. If the owner's last-known address is not in the United States, fill with blanks.

14. PADD-OWNER-ZIP

Enter the owner's five or nine digit zip code. Do not include any hyphens.

15. PADD-OWNER-COUNTRY

Enter the country of the last-known address of the owner.

16. PADD-OWNER-TAXID

Enter the owner's social security number (SSN) or the company's federal employer identification number (FEIN). When establishing ownership, the SSN/FEIN is very important. This number will not be released as public information but will be used for identification purposes. Do not include any hyphens.

17. PADD-OWNER-TAXID-EXT

Enter the owner's SSN or FEIN extension, if applicable. Do not include any hyphens.

18. PADD-OWNER-DATE- OF-BIRTH

(a) PADD-OWNER-DOB-CCYY (four digit year)

(b) PADD-OWNER-DOB-MM (two digit month)

(c) PADD-OWNER-DOB-DD (two digit day)

Enter the owner's date of birth. "MM" equals the numerical month, "DD" equals the day, "CC" equals the century and "YY" equals the year.

19. PADD-RELATIONSHIP-CODE

This field must be populated. The PADD-RELATIONSHIP-CODE indicates who must claim the property. Refer to the Appendix for relationship codes.

20. PADD-SEQ-NUMBER

Incremented by 1 for each additional owner of the property denoted by the PADD-SEQUENCE-NUMBER. Example, a piece of property has two owners in addition to the primary owner. The record for the first additional owner has a PADD-SEQ-NUMBER of "001." The record for the second additional owner has a PADD-SEQ-NUMBER of "002."

21. PADD-OWNER-TYPE-CODE

This field must be populated. The PADD-OWNER-TYPE-CODE indicates the type of owner. Refer to the Owner-Type-Code list for Owner codes.

22. PADD-NAME-ID

Enter "C" to identify the name on this record as being a business name. Otherwise, fill in blanks if this is an individual's name on this record.

23. FILLER

Space fill.

SECURITIES Record -Field Definitions / Specifications

If other securities related information exists, there will be one SECURITIES record included after each PROPERTY record.

1. TR-CODE

   This field must contain "5" to denote that the record is a SECURITIES record.

2. PROP-SEQUENCE-NUMBER

   This field will contain the same PROP-SEQUENCE-NUMBER from the primary PROPERTY record.

3. SECR-SUBISSUE-NAME

   Enter the Security Sub-Issue Name

4. SECR-ORIGINAL-SHRS-HELD

   This field contains the original shares held by the owner at the time of last activity on the account. This number is used to help determine the proof required for the claimant.

5. SECR-ORIGINAL-REG-NAME

   This field records the owner name EXACTLY as shown on the certificate or registration.

6. SECR-DELIVERY-METHOD

   This field contains the method used to deliver securities to the State. Valid values are DTC, Physical, Account, and UNT.

7. SECR-CERTIFICATE

   This field contains the original certificate number of underlying or unexchanged or RPO'd shares.

8. SECR-SYMBOL

   Enter the Symbol if the security is traded on a stock exchange.

9. SECR-DEPOSIT-ACCOUNT

   Enter the Account Number the Security is deposited to, if applicable.

10. SECR-MUTL-FAMILY

   If the Security is a Mutual Fund, enter the Fund Family Name.

11. FILLER

   Space fill.

TANGIBLE Record - Field Definitions / Specifications

If tangible property information exists, there will be one or more TANGIBLE records included after each PROPERTY record.

1. TR-CODE

This field must contain "6" to denote that the record is a TANGIBLE type property record.

2. PROP-SEQUENCE-NUMBER

This field will contain the same PROP-SEQUENCE-NUMBER from the primary PROPERTY record.

3. TANG-SEQUENCE-NUMBER

Incremented by 1 for each additional piece of tangible property denoted by the TANG-SEQUENCE-NUMBER. For example, an individual property has two pieces of tangible property. The record for the first piece of tangible property has a TANG-SEQUENCE-NUMBER of "001." The record for the second piece of tangible property has a TANG-SEQUENCE-NUMBER of "002."

4. TANG-BOX-NUMBER

The Box Number of the Safe Deposit Box, collateral receipt number if load collateral, or other identifying number for any other type of tangible property.

5. TANG-DESCRIPTION

The description of the tangible property identified by each TANG-SEQUENCE-NUMBER.

6. TANG-UNPAID-RENT

The amount of unpaid rent or storage fees due by the owner at the time the box was opened.

7. TANG-DRILLING-FEES

Charges incurred to drill or open a Safe Deposit Box, unpaid loan balance if loan collateral.

8. TANG-OPENED-DATE

The date the Safe Deposit box was opened.

(a) TANG-OPENED-DATE-CCYY (four digit year)

(b) TANG-OPENED-DATE-MM (two digit month)

(c) TANG-OPENED-DATE-DD (two digit day)

9. TANG-OPENED-BY

Enter the person who opened the safe deposit box.

10. TANG-EXPIRED-DATE

Enter the date the safe deposit box lease expired.

(a) TANG-EXPIRED-DATE-CCYY (four digit year)

(b) TANG- EXPIRED-DATE-MM (two digit month)

(c) TANG- EXPIRED-DATE-DD (two digit day)

11. TANG-CATEGORY-TYPE-CODE

Contact each state for valid code listings.

12. FILLER

Space fill.

SUMINFO Record - Field Definitions / Specifications

There will be one SUMINFO record included at the end of each holder report record set. It will contain summary information that will be used for balancing purposes and to verify completeness of records reported.

1. TR-CODE

   This field must contain "9" to denote that the record is a SUMINFO record.

2. SUMM-NBR-OF-RECORDS

   This field should contain the total of number records reported including the HOLDER, PROPERTY, PROPADD and SUMINFO records. The number of records is a 6-digit field. The quantity recorded is always a whole number, i.e., no decimal positions. The minimum amount of records is two, HOLDER and SUMINFO records. A two record file represents a negative (none) report, i.e., no owners reported.

3. SUMM-NBR-OF-PROPERTIES

   This field should contain the total number of PROPERTY records. The number of property records is a 6-digit field. The quantity recorded is always a whole number, i.e., no decimal positions.

4. SUMM-AMOUNT-REPORTED

   This field should be the sum of the amount in the PROP-AMOUNT-REPORTED field on each PROPERTY record. The amount reported is a 12-digit field with two decimal places assumed. The decimal point is not actually entered.

   Example: $1,150,125.26 = 000115012526

5. SUMM-DEDUCTION-AMOUNT

   This field should be the sum of the amount in the PROP-DEDUCTION-AMOUNT field on each PROPERTY record. The deducted amount is a 12-digit field with two decimal places assumed. The decimal point is not actually entered. DO NOT enter as a negative.

   Example: $1,150,125.26 = 000115012526

6. SUMM-AMOUNT-ADVERTISED

   This field should be the sum of the amount in the PROP-AMOUNT-ADVERTISED field on each PROPERTY record. The advertised amount is a 12-digit field with two decimal places assumed. The decimal point is not actually entered.

   Example: $1,150,125.26 = 000115012526

7. SUMM-ADDITION-AMOUNT

   This field should be the sum of the amount in the PROP-ADDITION-AMOUNT field on each PROPERTY record. The added amount is a 12-digit field with two decimal places assumed. The decimal point is not actually entered.

   Example: $1,150,125.26 = 000115012526

8. SUMM-DELETION-AMOUNT

   This field should be the sum of the amount in the PROP-DELETION-AMOUNT field on each PROPERTY record. The deleted amount is a 12-digit field with two decimal places assumed. The decimal point is not actually entered. DO NOT enter as a negative.

   Example: $1,150,125.26 = 000115012526

9. SUMM-AMOUNT-REMITTED

This field should be the sum of the amount in the PROP-AMOUNT-REMITTED field on each PROPERTY record. The amount remitted is a 12-digit field with two decimal places assumed. The decimal point is not actually entered.

Example: $1,150,125.26 = 000115012526

10. SUMM-NBR-OF-SHARES

This field should be the sum of the amount in the PROP-NUMBER-OF-SHARES field on each PROPERTY record. The number of shares is a 14-digit field with four decimal places assumed. The decimal point is not actually entered.

Example: 124256.5984 = 00001242565984

11. SUMM-SHARES-ADD

This field should be the sum of the amount in the PROP-ADD-SHARES field on each PROPERTY record. The number of shares is a 14-digit field with four decimal places assumed. The decimal point is not actually entered.

Example: 124256.5984 = 00001242565984

12. SUMM-SHARES-DEL

This field should be the sum of the amount in the PROP-DEL-SHARES field on each PROPERTY record. The number of shares is a 14-digit field with four decimal places assumed. The decimal point is not actually entered.

Example: 124256.5984 = 00001242565984

13. SUMM-SHARES-REMITTED

This field should be the sum of the amount in the PROP-REM-SHARES field on each PROPERTY record. The number of shares is a 14-digit field with four decimal places assumed. The decimal point is not actually entered.

Example: 124256.5984 = 00001242565984

14. SUMM-NEGATIVE-REPORT

If the report is a Negative report (No cash or shares to report for the reporting period), this field should contain "Y". If this field contains "Y", only the HOLDER (type 1) and the SUMINFO (type 9) records should be included.

15. SUMM-SOFTWARE-VERSION

Enter the version number of the software that created the NAUPA file.

16. SUMM-CREATOR

Enter the company that wrote the software that created the file.

17. SUMM-CREATOR-CONTACT

Enter the name and contact information for the file creator.

18. FILLER

Space fill.

Codes

The following tables represent the NAUPA standard information. Individual States may require different codes. Please contact the states you report to for current information.

Deduction and Withholding Codes

SW	Service Charge
IW	Interest Withheld or Discontinued
TW	Income Tax Withheld
DW	Dividends Withheld or Discontinued
MC	Mailing Cost
ZZ	Deduction Code Not Identified Above

Addition Codes

DV	Dividends Earned
ER	Reported in Error on Advertising Report
IN	Interest Earned
ME	Additional Royalty or other Mineral Interest Payments
SP	Stock Split
ZZ	Addition Code Not Identified Above

Paid or Deletion Codes

RO	Returned to Owner
ER	Erroneously Reported
RS	Reverse Stock Split
ZZ	Deletion Code not Identified Above

Relationship Codes

SO	Sole Owner
AD	Administrator
AF	Attorney For
AG	Agent For
AN	And
BF	Beneficiary
OR	Or
AO	And / Or
CC	Co-Conservator
CF	Custodian For
CN	Conservator
FB	For Benefit of

IN	Insured
TE	As Trustee For
EX	Executor or Executrix
JT	Joint Tenants with Rights of Survivorship
JC	Joint Tenants in Common
PA	Payee
PO	Power of Attorney
RE	Remitter
UG	Uniform Gift to Minors Act (UGMA)
GR	Guardian For

Owner Type Codes

OT	All Owners except Aggregate or Unknown
UN	Unknown Owner (no name available)
AG	Aggregate Owner

Security Delivery Codes

DTC	Direct Transfer
PHYSICAL	Physical Certificate Delivery
ACCOUNT	Registration of Account Only
UNT	Securities Not Transferable

Country Codes

Available at http://www.un.org/Depts/unsd/methods/m49alpha.htm

NAICS Codes

Available at http://www.census.gov/epcd/www/naics.html

NAUPA Standard Electronic File Format

HOLDER RECORD FORMAT

Field Number	Field Name	Number of Positions	From	Through	Type Class	Mandatory Required Optional	Acceptable Value (V) Comments / Edits
1	TR-CODE	1	1	1	N	M	(V)="1"
2	HOLDER-TAX ID	9	2	10	N	M	
3	HOLDER-TAXID-EXT	4	11	14	N	R	See Definitions
4	HOLDER-RPT-YEAR	4	15	18	C	M	
5	HOLDER-RPT-TYPE	1	19	19	C	M	A or R
6	HOLDER-RPT-NUMBER	2	20	21	C	M	(V) = 01-99
7	HOLDER-RPT-FORMAT	1	22	22	C	M	R
8	HOLDER-SIC-CODE	4	23	26	N	R	(V) = 0111-9999
9	HOLDER-INCORPORATED-STATE	2	27	28	C	R	Appendix
10(a)	HOLDER-INC-DATE-CCYY	4	29	32	N	R	(V) = 1000-9999
10(b)	HOLDER-INC-DATE-MM	2	33	34	N	R	(V) = 01-12
10(c)	HOLDER-INC-DATE-DD	2	35	36	N	R	(V) = 01-31
11	HOLDER-NAME	40	37	76	C	M	(V)=A-Z/0-9/Space/&
12	HOLDER-CITY	30	77	106	C	R	(V)=A-Z/0-9/Space
13	HOLDER-COUNTY	20	107	126	C	R	(V)= A-Z
14	HOLDER-STATE	2	127	128	C	R	Appendix
15(a)	HOLDER-CONTACT1-NAME	40	129	168	C	M	
15(b)	HOLDER-CONTACT1-ADDR1	30	169	198	C	M	
15(c)	HOLDER-CONTACT1-ADDR2	30	199	228	C	M	
15(d)	HOLDER-CONTACT1-ADDR3	30	229	258	C	M	
15(e)	HOLDER-CONTACT1—CITY	30	259	288	C	M	(V)=A-Z/0-9/Space
15(f)	HOLDER-CONTACT1-STATE	2	289	290	C	M	Appendix
15(g)	HOLDER-CONTACT1-ZIP	9	291	299	C	M	Left justify, space fill
15(h)	HOLDER-CONTACT1-COUNTRY	3	300	302	C	M	Appendix
15(i)(1)	HOLDER-CONTACT1-TEL-AC	3	303	305	N	M	
15(i)(2)	HOLDER-CONTACT1-TEL-NBR	7	306	312	N	M	
15(i)(3)	HOLDER-CONTACT1-TEL-EXTENSION	4	313	316	C	O	Space fill
15(j)	HOLDER-CONTACT1-EMAIL	50	317	366			
16(a)	HOLDER-CONTACT2-NAME	40	367	406	C	O	
16(b)	HOLDER-CONTACT2-ADDR1	30	407	436	C	O	
16(c)	HOLDER-CONTACT2-ADDR2	30	437	466	C	O	
16(d)	HOLDER-CONTACT2-ADDR3	30	467	496	C	O	
16(e)	HOLDER-CONTACT2-CITY	30	497	526	C	O	(V)=A-Z/0-9/Space
16(f)	HOLDER-CONTACT2-STATE	2	527	528	C	O	Appendix
16(g)	HOLDER-CONTACT2-ZIP	9	529	537	C	O	Left justify, space fill
16(h)	HOLDER-CONTACT2-COUNTRY	3	538	540	C	O	Appendix
16(i)(1)	HOLDER-CONTACT2-TEL AC	3	541	543	N	O	
16(i)(2)	HOLDER-CONTACT2-TEL-NBR	7	544	550	N	O	
16(i)(3)	HOLDER-CONTACT2-TEL-EXTENSION	4	551	554	C	O	Space fill
16(j)	HOLDER-CONTACT2-EMAIL	50	555	604			
17(1)	HOLDER-FAX-AC	3	605	607		O	
17(2)	HOLDER-FAX-NBR	7	608	614		O	
18	HOLDER-NAICS-CODE	6	615	620	C	R	
19	Filler	5	621	625	C	M	Space fill

NAUPA Standard Electronic File Format

PROPERTY RECORD FORMAT

Field Number	Field Name	Number of Positions	From	Through	Type Class	Mandatory Required Optional	Acceptable Value (V) Comments / Edits
1	TR-CODE	1	1	1	N	M	(V)="2"
2	PROP-SEQUENCE-NUMBER	6	2	7	N	M	(V)=000001-999999
3	PROP-OWNER-TYPE	1	8	8	C	M	(V)=P
4	PROP-NAME-ID	1	9	9	C	M	(V)= C or space
5	PROP-OWNER-NAME-LAST	40	10	49	C	M	(V)=A-Z/0-9/Space/&
6	PROP-OWNER-NAME-FIRST	30	50	79	C	R	(V)=A-Z/0-9/Space/&
7	PROP- OWNER-NAME-MIDDLE	10	80	89	C	R	(V)=A-Z/0-9/Space/&
8	PROP- OWNER-NAME-PREFIX	10	90	99	C	R	(V)=A-Z/0-9/Space/&
9	PROP- OWNER-NAME-SUFFIX	10	100	109	C	R	(V)=A-Z/0-9/Space/&
10	PROP- OWNER-NAME-TITLE	6	110	115	C	R	(V)=A-Z/0-9/Space/&
11(a)	PROP- OWNER-ADDRESS1	30	116	145	C	R	(V)=A-Z/0-9/Space/&
11(b)	PROP- OWNER-ADDRESS2	30	146	175	C	R	(V)=A-Z/0-9/Space/&
11(c)	PROP- OWNER-ADDRESS3	30	178	205	C	R	(V)=A-Z/0-9/Space/&
12	PROP- OWNER-CITY	30	206	235	C	R	(V)=A-Z/0-9/Space/&
13	PROP- OWNER-COUNTY	20	236	255	C	O	
14	PROP- OWNER-STATE	2	256	257	C	R	Appendix
15	PROP- OWNER-ZIP	9	258	266	C	R	
16	PROP- OWNER-COUNTRY	3	267	269	C	R	Appendix
17	PROP- OWNER-TAXID	9	270	278	N	R	
18	PROP- OWNER-TAXID-EXT	2	279	280	C	O	
19(a)	PROP- OWNER-DOB-CCYY	4	281	284	N	O	(V)=1000-9999
19(b)	PROP- OWNER-DOB-MM	2	285	286	N	O	(V)=01-12
19(c)	PROP- OWNER-DOB-DD	2	287	288	N	O	(V)=01-31
20(a)	PROP-ST-TRANS-DATE-CCYY	4	289	292	N	R	(V)=1000-9999
20(b)	PROP- ST-TRANS-DATE-MM	2	293	294	N	R	(V)=01-12
20(c)	PROP- ST-TRANS-DATE-DD	2	295	296	N	R	(V)=01-31
21(a)	PROP-EN-TRANS-DATE-CCYY	4	297	300	N	O	(V)=1000-9999
21(b)	PROP-EN-TRANS-DATE-MM	2	301	302	N	O	(V)=01-12
21(c)	PROP-EN-TRANS-DATE-DD	2	303	304	N	O	(V)=01-31
22	PROP-PROPERTY-TYPE	4	305	308	C	R	Appendix
23	PROP-AMOUNT-REPORTED	10	309	318	N	M	
24	PROP-DEDUCTION-TYPE	2	319	320	C	M	If Deduction Amt>0
25	PROP-DEDUCTION-AMOUNT	10	321	330	N	M	
26	PROP-AMOUNT-ADVERTISED	10	331	340	N	M	
27	PROP-ADDITION-TYPE	2	341	342	C	R	If Addition Amt>0
28	PROP-ADDITION-AMOUNT	10	343	352	N	M	
29	PROP-DELETION TYPE	2	353	354	C	R	If Deletion Amt>0
30	PROP-DELETION-AMOUNT	10	355	364	N	M	
31	PROP-AMOUNT-REMITTED	10	365	374	N	M	If Cash
32	PROP-INTEREST-FLAG	1	375	375	C	M	If Interest Bearing
33	PROP-INTEREST-RATE	7	376	382	N	R	If Flag='Y'
34	PROP-STOCK-ISSUE-NAME	25	383	407	C	R	If Security

35	PROP-STOCK-CUSIP	9	408	416	C	R	If Security
36	PROP-NUMBER-OF-SHARES	12	417	428	N	R	If Security
37	PROP-ADD-SHARES	12	429	440	N	R	If Security
38	PROP-DEL-SHARES	12	441	452	N	R	If Security
39	PROP-REM-SHARES	12	453	464	N	R	If Security
40	PROP-UNEXCHANGED-ISSUE-NAME	25	465	489	C	R	If Unexch
41	PROP-UNEXCHANGED-CUSIP	9	490	498	C	R	If Unexch
42	PROP-UNEXCHANGED-SHARES	12	499	510	N	R	If Unexch
43	PROP-ACCT-NUMBER	20	511	530	C	O	
44	PROP-CHECK-NUMBER	20	531	550	C	O	
45	PROP-DESCRIPTION	50	551	600	C	O	
46	PROP-RELATIONSHIP-CODE	2	601	602	C	M	Appendix
47	PROP-OWNER-TYPE-CODE	2	603	604	C	M	Appendix
48	FILLER	21	605	625			

NAUPA Standard Electronic File Format

ADDITIONAL OWNER RECORD FORMAT

Field Number	Field Name	Number of Positions	From	Through	Type Class	Mandatory Required Optional	Acceptable Value (V) Comments / Edits
1	TR-CODE	1	1	1	N	M	(V)="3"
2	PROP-SEQUENCE-NUMBER	6	2	7	N	M	(V)=Prop-Sequence-No
3	PADD-OWNER-TYPE	1	8	8	C	M	(V)=A
4	PADD-OWNER-NAME-LAST	40	9	48	C	M	(V)=A-Z/0-9/Space/&
5	PADD-OWNER-NAME-FIRST	30	49	78	C	R	(V)=A-Z/0-9/Space/&
6	PADD-OWNER-NAME-MIDDLE	10	79	88	C	R	(V)=A-Z/0-9/Space/&
7	PADD-OWNER-NAME-PREFIX	10	89	98	C	R	(V)=A-Z/0-9/Space/&
8	PADD-OWNER-NAME-SUFFIX	10	99	108	C	R	(V)=A-Z/0-9/Space/&
9	PADD-OWNER-NAME-TITLE	6	109	114	C	R	(V)=A-Z/0-9/Space/&
10(a)	PADD-OWNER-ADDRESS1	30	115	144	C	R	(V)=A-Z/0-9/Space/&
10(b)	PADD-OWNER-ADDRESS2	30	145	174	C	R	(V)=A-Z/0-9/Space/&
10(c)	PADD-OWNER-ADDRESS3	30	175	204	C	R	(V)=A-Z/0-9/Space/&
11	PADD-OWNER-CITY	30	205	234	C	R	(V)=A-Z/0-9/Space
12	PADD-OWNER-COUNTY	20	235	254	C	O	
13	PADD-OWNER-STATE	2	255	256	C	R	Appendix
14	PADD-OWNER-ZIP	9	257	265	C	R	
15	PADD-OWNER-COUNTRY	3	266	268	C	R	Appendix
16	PADD-OWNER-TAXID	9	269	277	C	R	Space fill
17	PADD-OWNER-TAXID-EXT	2	278	279	C	R	Space fill
18(a)	PADD-OWNER-DOB-YY	4	280	283	N	O	(V)=1000-9999
18(b)	PADD-OWNER-DOB-MM	2	284	285	N	O	(V)=01-12
18(c)	PADD-OWNER-DOB-DD	2	286	287	N	O	(V)=01-31
19	PADD-RELATIONSHIP-CODE	2	288	289	C	M	Appendix
20	PADD-SEQ-NUMBER	3	290	292	N	M	Initial (V)=1, Increment by 1 for each owner on the same property
21	PADD-OWNER-TYPE-CODE	2	293	294	C	M	Appendix
22	PADD-NAME-ID	1	295	295	C	M	C or Space
23	FILLER	330	296	625	C	M	Space fill

NAUPA Standard Electronic File Format

SECURITIES INFO RECORD FORMAT

Field Number	Field Name	Number of Positions	From	Through	Type Class	Mandatory Required Optional	Acceptable Value (V) Comments / Edits
1	TR-CODE	1	1	1	N	M	(V)="5"
2	PROP-SEQUENCE-NUMBER	6	2	7	N	M	(V)=Prop-Sequence-No
3	SECR-SUBISSUE-NAME	150	8	157	C	O	
4	SECR-ORIGINAL-SHS-HELD	12	158	169	N	O	
5	SECR-ORIGINAL-REG-NAME	70	170	239	C	O	Exact Registration Name
6	SECR-DELIVERY-MTHOD	10	240	249	C	M	Appendix
7	SECR-CERTIFICATE	20	250	269	C	O	Original Certificate Number
8	SECR-SYMBOL	10	270	279	C	O	
9	SECR-DEPOSIT-ACCOUNT	20	280	299	C	O	
10	SECR-MUTL-FAMILY	50	300	349	C	O	
11	FILLER	276	350	625	C	M	Space Fill

NAUPA Standard Electronic File Format

TANGIBLE PROPERTY RECORD FORMAT

Field Number	Field Name	Number of Positions	From	Through	Type Class	Mandatory Required Optional	Acceptable Value (V) Comments / Edits
1	TR-CODE	1	1	1	N	M	(V)="6"
2	PROP-SEQUENCE-NUMBER	6	2	7	N	M	(V)=Prop-Sequence-No
3	TANG-SEQUENCE-NUMBER	3	8	10		M	
4	TANG-BOX-NUMBER	25	11	35	N	M	
5	TANG-DESCRIPTION	125	36	160	N	M	
6	TANG-UNPAID-RENT	12	161	172	N	O	
7	TANG-DRILLING-FEES	12	173	184	N	O	
8(a)	TANG-OPENED-DATE-CCYY	4	185	188	N	M	
8(b)	TANG- OPENED-DATE-MM	2	189	190	N	M	
8(c)	TANG- OPENED-DATE-DD	2	191	192	N	M	
9	TANG- OPENED-BY	25	193	217	C	O	
10(a)	TANG-EXPIRED-DATE-CCYY	4	218	221	C	O	
10(b)	TANG-EXPIRED-DATE-MM	2	222	223			
10(c)	TANG-EXPIRED-DATE-DD	2	224	225			
11	TANG-CATEGORY-TYPE-CODE	4	226	229	C	M	
12	FILLER	396	230	625	C	M	Space fill

NAUPA Standard Electronic File Format

SUMMARY RECORD FORMAT

Field Number	Field Name	Number of Positions	From	Through	Type Class	Mandatory Required Optional	Acceptable Value (V) Comments / Edits
1	TR-CODE	1	1	1	N	M	(V)="9"
2	SUMM-NBR-OF-RECORDS	6	2	7	N	M	
3	SUMM-NBR-OF-PROPERTIES	6	8	13	N	M	
4	SUMM-AMOUNT-REPORTED	12	14	25	N	M	
5	SUMM-DEDUCTION-AMOUNT	12	26	37	N	M	
6	SUMM-AMOUNT-ADVERTISED	12	38	49	N	M	
7	SUMM-ADDITION-AMOUNT	12	50	61	N	M	
8	SUMM-DELETION-AMOUNT	12	62	73	N	M	
9	SUMM-AMOUNT-REMITTED	12	74	85	N	M	
10	SUMM-NBR-OF-SHARES	14	86	99	N	M	
11	SUMM-SHARES-ADD	14	100	113	N	M	
12	SUMM-SHARES-DEL	14	114	127	N	M	
13	SUMM-SHARES-REMITTED	14	128	141	N	M	
14	SUMM-NEGATIVE-REPORT	1	142	142	C	O	Y or Space
15	SUMM-SOFTWARE-VERSION	20	143	162	C	M	
16	SUMM-CREATOR	20	163	182	C	M	
17	SUMM-CREATOR-CONTACT	70	183	252	C	M	
18	FILLER	373	253	625	C	M	Space Fill

STATE OF NEW JERSEY
WIRE INSTRUCTIONS

As of 2005

ABA#	**031201467**
ACCOUNT #	**2000032338722**
BANK NAME:	**WACHOVIA CORPORATION**
ACCT NAME:	**UNCLAIMED PERSONAL PROPERTY TRUST FUND**

BANK ADDRESS: **123 SOUTH BROAD ST. 10th FLOOR**
PHILADELPHIA, PA 19109
ATT: MARILYN SWARTZ
PA 4944

FID NO.: **22-3049292**

IN ORDER TO ENSURE PROPER CREDIT TO YOUR ACCOUNT, YOU MUST CALL OR E-MAILTHIS OFFICE PRIOR TO REMITTING FUNDS:

ROSEANN AVERSANO (609) 984-8236
roseann.aversano@treas.state.nj.us

DTC
FREE RECEIPT
and
DWAC SYSTEM INSTRUCTIONS
AS OF AUGUST 2005

PARTICIPATING ID#   2163

INSTITUTIONAL ID#   12278

REFERENCE ACCT.#   56-7750-00

BANK NAME   WACHOVIA CORPORATION

ADDRESS   123 SOUTH BROAD STREET
                     PHILADELPHIA, PA 19109
                     ATTN: SANDRA TYRELL-JONES
                     MAIL STOP PA 4945
                     PHONE (215) 670-4531
                     FAX   (215) 670-4736

CONTACT ROSEANN AVERSANO AT (609) 984-8236 TO SET UP AN
ACCOUNT PRIOR TO TRANSMITTING THE SHARES and FAX A LIST
TO (609) 984-0593 OR E-MAIL A LIST OF THE DWAC/DTC SHARES
TO roseann.aversano@treas.state.nj.us.

The DWAC system is the preferred method of reregistration.

STATE OF NEW JERSEY FEDERAL TAX I.D. = 22-3049292

PROCEDURE FOR BROKERS REPORTING
UNCLAIMED PROPERTY TO THE STATE OF NEW JERSEY

1. Regular securities that are DTC eligible should be sent free receipt or DWAC (preferred method) to the Custodial Agent, Wachovia Corporation, 123 South Broad St., 10th fl Philadelphia, Pa 19109. DTC and DWAC Instructions are included in this Holder Packet or you may call the Administration Section for additional information at (609) 984-8236.

2. To insure proper credit to your account, a list of the securities must be faxed either to Unclaimed Property at (609) 984-0593 to Roseann Aversano, or Wachovia Corporation at (215) 670-4736 attention Sandra Tyrell-Jones. The list can also be e-mailed to roseann.aversano@treas.state.nj.us. If a list is not provided, Wachovia Corporation has instructions from Unclaimed Property not to accept the free receipt. Your securities will **DECAY**.

3. The faxed or e-mailed list must match the list that accompanies the Unclaimed Property Report.

4. If a reported security is non- transferable because the stock is in the owner's name, it must be reported as Property Type Code SC30 and the physical certificate included with the report.

5. If a reported security is undeliverable to the State of New Jersey for any reason, the owner record must be coded as Property Type Code SC29.

6. All the delivered and undelivered shares and cash must equal the amount that has been reported on the UP1.

7. **Mutual Fund shares must be liquidated and the cash proceeds remitted and reported for each owner on the UP-2 form** (see Mutual Fund instructions).

8. Do not liquidate securities.

9. Do not sell foreign securities. Please call the report section at (609) 984-5214 for reporting instructions.

10. Property Type Codes SC01 (dividends) and SC09 (fractions) must be reported as separate items.

11. **Every Security delivered must have a CUSIP number. This is an essential key identifier.**

12. Book entry items should be reported as Property Type Code SC08.

13. Underlying shares Property Type Code SC12 should be used only if owner is in possession of the original certificate.

MUTUAL FUNDS REPORTING
PROCEDURES
As of August 2005

All Mutual Fund shares must be liquidated and the cash proceeds reported for each owner on the UP-2 Form.

1. The correct property type code for the liquidated Mutual Fund shares is SC16; the same code is to be used for Mutual Fund dividends.

2. Each owner record must contain the **family name** and the **fund name**. If you report via Electronic media place this information in the Property Description field. If you are reporting on the UP-2 form place comment in Box 15 (description of property).

3. The owner's social security number is mandatory for all records.

4. All property records <u>must</u> have the C.U.S.I.P #.

5. The number of shares liquidated and the share price must be included in the Property Description field.

6. The Property Records must be reported in the Cash Basis. Do not report shares and then remit cash.

7. Do not disturb previously reported shares already registered in our nominee name, Neary Penco.

    If you should have any questions, please call the Reporting Section at 609-984-5214.

DRP INSTRUCTIONS
AS OF AUGUST 2005

1. Holders must report DRP (Dividend Reinvestment Plan) accounts as SC19. The State will only accept whole shares for each individual. Fractional shares must be liquidated at market value when reported (see #3).

2. DRP's must be registered in physical form in the name of "Neary Penco", or delivered electronically via DTC. We will not accept a statement or system printout.

3. The fractions must be sold for each individual and must be reported as SC09 and accompanied by a check or wire.

STATE OF NEW JERSEY
UNCLAIMED PROPERTY HOLDER REIMBURSEMENT REQUEST

NAME OF HOLDER:	
ADDRESS:	
CITY/STATE/ZIP:	
FEDERAL TAX I.D. NUMBER:	
CONTACT NAME:	
TELEPHONE:	
E-MAIL ADDRESS:	
DATE REPORTED and REMITTED:	
TOTAL REPORTED (Amt of Report):	

OWNER'S NAME (reported)	OWNER'S ADDRESS (reported)	PROPERTY TYPE CODE	PROPERTY ID NUMBER	AMOUNT REPORTED	DATE OWNER PAID

A copy of the canceled check (front and back) or proof the account was reinstated must accompany this request.

Comments:

Signature: _____ Title _____ Date _____ .

State of New Jersey
DEPARTMENT OF THE TREASURY
UNCLAIMED PROPERTY
PO Box 214
Trenton, New Jersey 08695-0214

Phone (609) 984-5214
FAX # (609) 984-0593

UNCLAIMED PROPERTY REPORT - HOLDER INFORMATION

Holder's Federal Employer Tax ID No: _____

Property Abandoned as of: June 30, _____

Business code:_____

December 31, _____

Holder Name:_____

Agent Name:_____

Holder Address:_____

City, State, Zip Code:_____

State of Incorporation:_____ or State of Incorporation of the Intermediary:_____

Report Contact:_____   Phone Number: (_____) _____

Report Contact E-mail Address:_____

Mailing Address:_____

If this report includes property held by subsidiary companies, list the names and Federal Tax ID numbers of those companies:

_____

_____

List the name(s) and Federal Tax ID number(s) of all previous holders of the property if you are a successor. If you have changed your name during the time in which you held the property, list the prior name(s) and Federal Tax ID Number(s):

_____

_____

☐ Magnetic Media   ☐ Paper Report UP-2

REPORT TOTAL CASH	SECURITIES	NUMBER OF ITEMS	NUMBER OF PAGES / MEDIA
$_____	_____	_____	_____

PLEASE FILL THIS SECTION OUT COMPLETELY

SECURITIES:

Are All Splits Included   ☐ YES   ☐ NO   Dates_____

Explanation:_____

Are All Spinoffs Included   ☐ YES   ☐ NO   Dates_____

Explanation:_____

Is the issue remitted the same as the issue in the owner's possession? . . . . ☐ YES   ☐ NO

CERTIFICATION:

I hereby certify that this report was prepared on _____ and is a true and accurate statement of all unclaimed property held as of the close of the report cycle, updated for appropriate interest/income/dividends to the date of this report. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment according to law.

Signature: _____ Title: _____ Date: _____

FOR OFFICE USE ONLY

Report Status: _____

Remitted: Cash $_____

Securities: _____

☐ HOLDER ADDED . . . . Date: _____   Employee: _____

☐ REPORT ADDED . . . . Date: _____   Employee: _____

☐ REPORT VERIFIED . . . . Date: _____   Employee: _____

☐ OWNERS ADDED . . . . Date: _____   Employee: _____

☐ OWNERS VERIFIED . . . . Date: _____   Employee: _____

COMMENT:_____

JOBS RUN:_____   Date: _____

Funds: ☐ Personal   ☐ County Deposit   ☐ Child Support   ☐ RTC

☐ Personal Property   ☐ Life Insurance   ☐ Audit

UP-2 (5-97)

State of New Jersey
DIVISION OF TAXATION
PROPERTY ADMINISTRATION

UNCLAIMED PROPERTY REPORT - OWNER INFORMATION
(Omit all punctuation)

Page _____ of _____

For Period Ended

_____ 20____

_____
HOLDER

REC NO.

OWNER LAST NAME	FIRST NAME	M.I.	SUFFIX	OWNER ID/SS#	NO. OF OWNERS	OWNERSHIP TITLE

OWNER ADDRESS STREET 1	OWNER ADDRESS STREET 2	CITY	STATE	ZIP	COUNTRY (IF NOT U.S.)

PROPERTY CODE	PROPERTY ID NUMBER	DATE (MM DD YY)	CASH REPORTED $	SECURITIES REPORTED	TRANSFER METHOD	CUSIP #

OWNER CERTIFICATE ID NO.	DATED DATE OF REMITTED SECURITIES	DESCRIPTION OF PROPERTY / ISSUE NAME

CASH DIVIDEND(s)

From: To:

REC NO.

OWNER LAST NAME	FIRST NAME	M.I.	SUFFIX	OWNER ID/SS#	NO. OF OWNERS	OWNERSHIP TITLE

OWNER ADDRESS STREET 1	OWNER ADDRESS STREET 2	CITY	STATE	ZIP	COUNTRY (IF NOT U.S.)

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